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Class Specification
for the Class:

CONTRACTS SPECIALIST
(CONTRACTS SPCLT)

Duties Summary:

Reviews all contracts entered into by the Department of Planning and Economic Development (DPED) for compliance with applicable policies, rules, regulations and laws and provides technical assistance to program staff in the development, management, and execution of contracts; serves as departmental liaison with the Attorney General's Office and as coordinator between the Director's Office and the various programs in matters relating to contracts; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is responsible for the coordination and technical review of all contracts entered into by the DPED. At present, there are approximately 200 active contracts per year, many of which are complex and require unique services and skills. Most of the contracts are consultant and personal services contracts which cover matters such as the exploration of new development opportunities, provide for feasibility studies, carry out demonstration projects and/or carry out one-of-a-kind or one-time tasks. The varied and non-repetitive/non-recurring nature of the contracts provide an ongoing need for analysis of new situations and types of contract requirements. The work also involves developing systems and procedures for tracking and coordinating contracts through all required processes; reviewing contracts and associated documents for compliance with applicable laws, rules, regulations and policies; developing specific contracts and/or assisting program personnel in the preparation and management of contracts; and serving as the departmental liaison representative with the Attorney General's Office regarding contracts. The work also involves assisting program personnel in developing grant proposals; conducting research in locating new sources of grant funding; and serving as general trouble-shooter on problems concerning contract administration.

The sole position in this class works under the general supervision of the departmental Administrative Services Officer. The work is performed independently and reviewed for compliance with general instructions and policies and the adequacy and soundness of conclusions and recommendations. Extensive person-to-person contacts within and outside the agency are maintained for the purpose of providing technical assistance to departmental personnel and for expediting the processing of contracts among various State and private agencies.

Examples of Duties:

Reviews and analyzes contracts and associated documents for compliance and consistency with applicable State laws, rules, regulations, policies and other requirements; recommends and prepares needed revisions to contracts and guides program personnel in making such changes; conducts research and develops special contracts for the Director's Office and/or the Administrative Services Office; coordinates and monitors the various steps and processes necessary for the development and execution of contracts with program staff, the Administrative Services Office, the Director's Office, the Attorney General's Office, the Department of Accounting and General Services, and contractors; serves as departmental liaison with the Attorney General's Office regarding contracts; provides research services, advice and technical assistance to program staff on contractual matters; trains program staff involved in preparing, negotiating or managing contracts regarding proper procedures; provides assistance in developing grant proposals and associated documents; monitors grants to assure that all financial and other reports are prepared and submitted in a timely manner; assists in reviewing and evaluating request for changes in contractual provisions, extension of time, and similar matters arising subsequent to contract execution; conducts investigation into these matters as necessary; keeps abreast of latest changes and developments in contract laws, legal opinions and other pertinent practices; prepares correspondence and reports.

Knowledge and Abilities Required:

Knowledge of: Principles and practices relating to the development of contracts; various provisions found in contracts; research methods and techniques; report writing.

Ability to: Read, interpret, evaluate and explain laws, rules, regulations, policies and other technical materials; make sound decisions; deal tactfully and effectively with people; make effective written and oral presentations.

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This is the first class specification for the new class
DEPARTMENTAL CONTRACTS SPECIALIST.

Effective Date: December 27, 1985

NOTE: The class title was changed from Departmental Contracts Specialist to CONTRACTS SPECIALIST effective December 27, 2016.

DATE APPROVED: 12/16/85

James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services